


July 9, 2020

County of Newberry

Purchasing Department
Request for Proposal # 2020-0709
Generator Maintenance Services

Proposals are due July 30, 2020 no later than 3:00 PM, Local Time

**PLEASE NOTE THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING THEY HAVE RECEIVED
ANY/ALL ADDENDA PRIOR TO THE PROPOSAL OPENING**

<p>NEWBERRY COUNTY, SOUTH CAROLINA</p>	
<p>REQUEST FOR PROPOSAL PROPOSAL NUMBER: 2020-0709 Generator Maintenance Services</p>	<p>Mail to: Newberry County Purchasing Attn: Crystal Waldrop, CPPB Post Office Box 156 Newberry, SC 29108</p> <p>Hand Carry to: Newberry County Courthouse Annex Conference Room Attn: Crystal Waldrop, CPPB 1309 College Street Newberry, SC 29108</p>
<p>Proposals will be accepted until 3:00 PM, Wednesday, July 30, 2020</p>	<p>TELEPHONE NO. (803) 321-1420</p>

VENDOR NAME: _____

VENDOR ADDRESS: _____

CITY-STATE-ZIP: _____

MAILING ADDRESS: _____
(If different from above)

TELEPHONE NO. (____) _____ FAX NO. (____) _____

FEDERAL ID NO. _____

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and verify that I am authorized to sign this proposal for the proposer. I further stat that the company affiliated with this proposal currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

SIGNATURE

PRINTED NAME

Background and Requirements:

Newberry County is requesting proposals from qualified generator service and repair companies to perform the required maintenance and any repairs as required on the generators on the attached listing.

There is a total of eleven (11) units to be serviced in this contract. The units are stationed at nine different locations throughout the County. Most of the units are Caterpillar but there is also a Generac and Kohler model at two locations.

The chosen vendor is to provide only qualified, experiences and manufacturer certified technicians for the maintenance and repairs provided under this contract. The vendor will submit a list of its service technicians and supervisors, along with their certifications and experience in their response to this request for proposal.

The vendor will submit not less than three (3) references of similar maintenance service agreements with other entities in their response to this request.

This contract will be for regularly scheduled maintenance on the listed generators, per the manufacturer specifications.

This contract will be for an initial three (3) years, with the option to renew for two (2) additional one-year renewals.

OWNER'S RIGHTS: Newberry County reserves the right to accept or reject any, all or any part of proposals received as a result of this request, to make multiple awards, waive any informalities or to cancel in part or in its entirety this request, if it is in the best interest to do so. Newberry County will be the sole judge as to whether proposals meet all requirements. This solicitation does not commit Newberry County to award a contract, to pay any cost incurred in the preparation of proposals, or to procure or contract for goods or services.

DEADLINE TO SUBMIT: One (1) original and two (2) copies must be received by **3:00 p.m. Wednesday, July 30, 2020.**


Hand Delivered:

Newberry County
Courthouse Annex
Conference Room
1309 College Street
Newberry, SC 29108

Mailed:

Newberry County
Attn: Crystal Waldrop, CPPB
Post Office Box 156
Newberry SC 29108

QUESTIONS MUST BE RECEIVED IN WRITING BY: July 23, 2020 by 5:00 p.m. to Crystal Waldrop via email to cwaldrop@newberrycounty.net. All questions shall be addressed in an addendum and placed on the County website at www.newberrycounty.net/departments/purchasing. It is the sole responsibility of the responder to obtain the addenda from the County website.



Crystal Waldrop, CPPB
Purchasing Director
Newberry County

Scope of Work:

Each generator listed in this solicitation will be maintained at a minimum of two (2) preventative services per year unless the manufacturer inspections require more frequent service.

The minimum preventative maintenance work shall include the following:

1. Visual inspection of entire generator for any evidence of damage, leakage, improper ventilation, excessive heat, or other items that would be detrimental to the overall operation of the generator.
2. Inspection of battery for electrolyte levels or any excessive corrosion.
3. Inspection of belts and hoses for wear, damage, or looseness. Replace as required.
4. Inspection of oil filters, air filters/cleaners and fuel filters. Replace as required.
5. Inspection of fuel system lines, connections, and pressure.
6. Inspection of oil system to include pumps, proper pressure, and correct levels. Replace as required, per manufacturers requirements.
7. Inspection of cooling system to check fans and pumps and coolant level. Replace as required, per manufacturers requirements.
8. Inspect for correct voltage and frequency. Check for correct RPM and Hz and adjust as required.
9. Inspect control panel and display and run required diagnostics tests.
10. Clean and lubricate entire machine.
11. Perform required calibrations to meet recommended performance standards.
12. Perform repair services as recommended and approved by County of Newberry.

The annual agreement amount shall be submitted in the responses as a lump sum cost or itemized labor and material costs. Standard hourly rates and percentage of markup on materials will be submitted in responses.

All work done at the request of the owner, outside of this contract, may be submitted at the time repairs are completed. Preventative maintenance billings may be submitted monthly, quarterly, or annually.

The chosen vendor shall confirm warranty status on each unit and inform Owner of any actions required to maintain, extend, or provide any additional warranty. Recommendations shall be made to the County for protective services that could potentially extend the life of each unit.

The chosen vendor shall submit factory authorizations for performing warranty and extended service coverage for each make of generator package on the manufacturer's letterhead.

All replacement parts shall be original manufacturer or equivalent parts; however, they must meet or exceed OEM standards. The County will be informed prior to installing equivalent replacement parts on any of the generators.

All non-warranty repairs shall be covered by the Vendor's own 30-day minimum warranty or a more stringent warranty that the County may require, prior to approving repair work.

Vendors shall familiarize themselves to the location of the generators in this RFP. A pre-proposal meeting will not be held but interested vendors may contact the County for a site visit.

Insurance Requirements:

The awarded vendor for this contract shall provide the County with proof of the following insurance:

- General liability with not less than \$1,000,000.00 of coverage
- Worker's compensation insurance, regardless of the number of employees
- Newberry County must be listed as an additional insured on the general liability coverage
- Automobile Coverage, as required by State of SC Statute.

Evaluation Criteria:

The following will be used to determine the most responsive, responsible proposer who best fits the needs of the scope of work in this solicitation.

- Proximity to County of Newberry
- Experience with similar scope of work
- Cost proposal
- Staff qualifications and certifications

END of Solicitation

Newberry County Generator List					
<u>KW, type, year</u>	<u>Manufacturer</u>	<u>Location</u>	<u>Comments</u>		
125 kw diesel, 2019	Caterpillar	3239 Louis Rich	Jail		
126-6 diesel, 2009	Caterpillar	3464 SC Hwy 34	Consolidated F S		
09A, diesel, 2009	Caterpillar	149 Seibert Road	Fairview F S		
3285B , diesel, 1992	Generac	219 N Boundary St.	Little Mountain		
150 kw, diesel, 2009	Caterpillar	116 McNeary St., Prosperity	Prosperity F S		
D125-6	Caterpillar	1223 Main St., Silverstreet	Fire & Adjacent EMS		
35 RZG 2006	Kohler	5627 Bush River Rd.	Bush River Sub Sta.		
125 kw diesel	Caterpillar	1540 Wison Rd,	NCSO		
125 kw diesel	Caterpillar	1540 Wison Road	NCSO		
200 kw diesel	Caterpillar	1540 Wilson	EOC		
40 kw NG	Caterpillar	1840 Wilson Road	IT suite for servers		